

Minutes

Library Board of Trustees Finance & Facilities Committee

April 21, 2015

Present: Michael Fultz, Chair; Melissa Hodek, Jack Shinnock, Don Barlow, Executive Director, Dan Griscom, Fiscal Officer, Steve Owley, Manager of Support Services.

- Mr. Fultz called the meeting to order at 6:05 p.m.
- Minutes from the February 17, 2015 and April 14, 2015 meetings were approved.
- The committee reviewed financial reports for March 2015 as presented by Mr. Griscom.
- The committee discussed the following items:
 - Proposed point of sale system
 - Update on capital projects
 - Parking lot paving
 - HVAC system
 - Additional parking spaces (city project)
 - A task force will be formed to look at maker space and possible branch and will report back to Board with deliverables and timelines. The first meeting will be May 15.
 - Sections of the draft Fiscal Policy Manual were reviewed and edited. Mr. Fultz said he will develop a new draft of the manual, incorporating the changes that have been made by the committee, and he will bring it to the committee for review.
 - The committee will adjust the meeting schedule from monthly to a project-oriented schedule, with meetings to be held as needed.
- The next meeting of the Finance & Facilities Committee was set for June 16, 2015 at 6:00 p.m.
- The meeting was adjourned at 8:14 p.m.

Minutes submitted by: Dan Griscom